



**King County**  
**WIC HEALTH CARE ASSISTANT**  
**PUBLIC HEALTH-SEATTLE & KING COUNTY**  
**Community Health Services/ Downtown Public Health Center**  
**Hourly Rate Range \$15.0474 - \$19.0734**  
**Job Announcement No:03RM3842**  
**OPEN: 10/29/03      CLOSE: 11/12/03**

**WHO MAY APPLY:** This career service position is open to all qualified candidates.

**WHERE TO APPLY:** Required forms and materials **must** be sent to: **Employment Services, 999 3<sup>rd</sup> Avenue, Suite 1230, Seattle, WA 98104.** Applications materials must be received by 4:30 p.m. on the closing date. (Postmarks are NOT ACCEPTED.) Contact Antwinett O. Lee at (206) 296-4755 for further inquiries.  
**PLEASE NOTE:** Applications not received at the location specified above may not be processed.

**FORMS AND MATERIALS REQUIRED:** A [King County application form, data sheet](#), resume and letter of interest detailing your background and describing how you meet or exceed the requirements are required.

**WORK LOCATION:** Downtown Public Health Center, 2124 4<sup>th</sup> Avenue, Seattle, WA 98121 and Delridge Satellite, 4501 Delridge Way SW, Seattle, WA 98106.

**WORK SCHEDULE:** This position is overtime eligible. It works a 40 hour work week; Monday through Friday; some rotating evenings and weekends.

**PRIMARY JOB FUNCTIONS INCLUDE:**

Multi-disciplinary team member in the WIC supplemental food program that serves pregnant/breastfeeding women, infants, and children. Using established protocols, evaluates intake data for health and nutritional risk factors and program eligibility. Collects and records anthropometric measurements; reviews health and diet histories; performs related lab tests; provide basic health and nutrition information; provides referrals to health care services and resources; and correctly documents services given utilizing specialized computer application. Assists in clinical record keeping and other duties. Provides services to diverse multicultural population. Attends meetings as necessary.

**QUALIFICATIONS:**

- Knowledge of nutrition and human development
- Knowledge of basic nutrition theory and practice
- Knowledge of behaviors and practices to achieve and maintain good health
- Knowledge of asepsis and universal precautions
- Knowledge of laboratory procedures, including phlebotomy.
- Knowledge of state and federal guidelines for laboratory specimen handling
- Knowledge of health and social services and resources
- Ability to refer patients for birth control, STD, HIV/AIDS, and pregnancy options related education
- Skill and ability to work with diverse multi-cultural populations
- Skill and ability to work effectively as part of a multi-disciplinary team
- Skill, ability and knowledge to work with Windows based PC's
- Skill and ability to meet deadlines and working under time constraints
- Excellent verbal and written communication skills
- Must be able to travel within King County to locations that may have limited access to public transportation

***DESIRED QUALIFICATIONS:***

- Completion of minimum 2 years experience in clinical health setting preferred
- Completion of Washington State WIC paraprofessional competencies
- 'Bilingual in Spanish/English or Vietnamese/English'.

***NECESSARY SPECIAL REQUIREMENTS:***

- The selected candidate must pass a through background investigation.
- Employees are required to protect the privacy and security of protected health information as defined in State and Federal Law

***UNION MEMBERSHIP:*** Positions in this classification will be represented by Local 17

***CLASS CODE: 8354 SEQUENCE NUMBER: 80-8354-4132***